

Career Cruising: Kentucky ILP Back to School Newsletter- August 2012

Welcome to our Kentucky ILP “Back to School” newsletter! We hope that you’ve had a great summer. To help you get the school year off to a good start, we want to share some information with you about the Individual Learning Plan (ILP) and provide a brief update about this fall’s training opportunities.

Student Information in your School ILP Administration Tool

Don’t worry—you are not experiencing déjà vu with your Student List. During the first few weeks of August, much of the information in the system is still from the 2011-12 school year.

As you are most likely aware, your students’ ILP accounts are managed through a weekly data import we receive from the Kentucky Department of Education (KDE) which, in turn, is uploaded from your school’s Infinite Campus Student Information System. This process stops over the summer and during the early weeks of each new school year until schools across the state have had the opportunity to finalize their enrolment information. Once this is done (typically by mid-August), Career Cruising and KDE will resume weekly data imports, bringing your student list up to date for the new school year, including updated grade levels, new students, and removal of students no longer at your school.

We know that it can take a little while for enrollment records to be confirmed, and we truly appreciate your patience.

Annual Completion Standards for the New School Year

When you log in to the School ILP Administration Tool at the beginning of the 2012-13 school year, you will notice that your students’ ILP Completion Status has been reset to 0% complete in preparation for the new year. The reset and archiving process occurs each year between June 30 and July 5. This helps to ensure that students keep their ILPs up to date by requiring them each year to review, reflect on, and revise specified sections of their ILPs based on Annual Completion Standards for their *current* grade level.

Adding & Deleting Advisors

The beginning of the year is an ideal time to take a look at who has, or should have, School ILP Administration Tool access at your school and to delete advisor accounts for faculty or staff who no longer need access.

As an ILP Administrator, to review the current list of advisor accounts, log in to the School ILP Administration Tool and click on the "View List of All Advisors" link in the "Advisor Administration" section of the Advisor Homepage. From this list, ILP Administrators can support your colleagues by adding a new advisor, editing an advisor's profile/access level, or deleting an account that is no longer needed.

To learn more about adding, revising, and removing advisor accounts, please refer to the "Advisor Profiles" section of the online Help tool. You can access online Help by clicking on the blue '?' icon near the top of the page throughout the School ILP Administration Tool.

Assigning Students to an Advisor

Once your school's student and advisor lists have been updated, you should take a few moments as an ILP Administrator to update your colleagues' lists of assigned students for the new school year. You can assign students to yourself or to another advisor from the "Manage Advisor Assignments" section of the Advisor Homepage.

For more information on this process, please refer to the "Manage Advisor Assignments" section of the online Help tool. You can also download the School ILP Administration Tool- User's Guide (an A-Z resource!) from the Helpful Documents section of the School ILP Administration Tool.

In-Person and Webinar Training Opportunities

Recently, you received a friendly reminder with the Fall 2012 schedule of in-person and web-based ILP training opportunities. We hope you will be able to join us for these sessions which begin in September. All of these training sessions are eligible for EILA Leadership Credits and are offered at no cost to Kentucky public school educators. Please check your email throughout the school year for information about upcoming Kentucky ILP training opportunities which are offered each fall and winter.

Thank you for taking the time to read this newsletter. I wish you and your colleagues the very best this new school year!

Sincerely,



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